

CORPORATION OF THE CITY OF
GUIDE

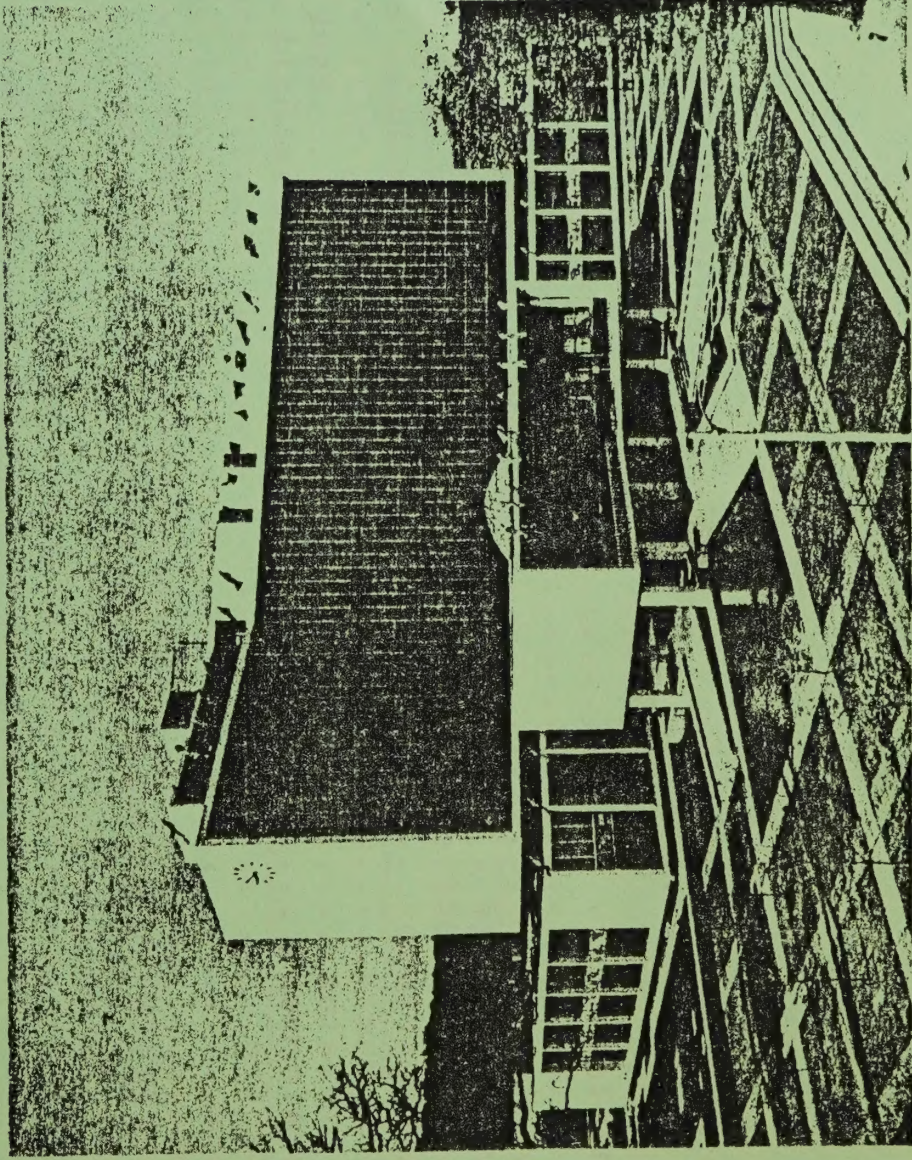
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TO

YOUR

CITY HALL



URBAN/MUNICIPAL

LIBRARY
700 N. 4th St.
DENVER, CO 80202

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CITY DEPARTMENTS AND LOCAL BOARDS

LOCATED OUTSIDE CITY HALL

<u>Name</u>	<u>Address</u>	<u>Telephone number</u>
Board of Education	100 Main Street West	527-5092
Cemetery Division	777 York Boulevard	522-0808
Central Services Garage	177 Bay Street North	526-4591/527-3401
Central Utilities Plant	121 King Street West	526-2761
Convention Centre	115 King Street West	525-3101
Copps Coliseum	101 York Boulevard	527-7900
Dundurn Castle	York Boulevard	526-3967
Farmers' Market	55 York Boulevard	527-1700
Fire Department	55 King William Street	Switchboard - 522-1155 Emergency - 911 & 522-1313 Prevention - 529-1139
Hamilton Place	50 Main Street West	525-3100
Hamilton Public Library	55 York Boulevard	529-8111
Ham. Ent. & Con. Fac. Inc.	101 York Boulevard	527-7900
Parking Authority	80 Main Street West	527-0841
Stores (Purchasing)	125 Barton Street West	526-4590
Whitehern	41 Jackson Street West	522-5664

YOUR CITY COUNCIL

MAYOR

Robert M. Morrow

ALDERMEN

WARD - 1

Terry Cooke
Mary Kiss

WARD - 2

Vince Agro
William M. McCulloch

WARD - 3

Pat Valeriano
Brian Hinkley

WARD - 4

Geraldine Copps
David Christopherson

WARD - 5

Shirley Collins
Reg Wheeler

WARD - 6

John Smith
Paul Cowell

WARD - 7

John Gallagher
Henry Merling

WARD - 8

Tom Murray
Don Ross

FIRST FLOOR (Ground Floor)

EAST WING

Real Estate Department - General Inquiries - 526-4500

Functions:

Management, Acquisition & Disposal of Municipally Owned Real Estate;
Control Demolition of Buildings for Municipal Projects;
Provide service to Region.

Property Maintenance Division (Basement of City Hall) - General Inquiries - 526-2784

Functions:

Maintenance; Cleaning; Supervise & Control Utility Services and Security Services
for all City Buildings.

Human Resources Centre - General Inquiries - 526-4555

Functions:

Employment of Staff; Employee Benefits; Employee Records; Employee Services; First Aid for
Employees; Health & Safety; Labour Relations; Wage & Salary Administration.

WEST WING

Treasury Department

General Inquiries

- Accounts Payable 526-2770
- Accounts Receivable 526-2771
- Parking Violations 526-2772
- Purchasing Division 526-2773
- Taxation 526-2774

Functions:

Finance Division:

Provide all financial and accounting services for the City of Hamilton and Local Boards.

Systems & Data Processing Division:

Perform Systems and Data Processing functions for City and Local Boards as well as for some Regional Departments and outside users.

Purchasing Division (East Wing of City Hall):

Perform purchasing and stores functions for City, Region and Local Boards.

City Garage (Back of City Hall):

Maintain City Vehicles for use by City and Regional Personnel.

***** FIRST FLOOR - WEST WING (continued) *****

Traffic Department - General Inquiries - 526-4510

Functions:

Administration:

Investigate and Prepare:

Changes in City & Regional By-laws, Boulevard Parking Agreements.

Inspect for:

Installation of Driveway Approach Ramps; Approval of Front Yard Parking.

Issue Permits for:

Exemption to Signed Parking Time Limits/Erection Hoardings, etc., on road allowance.

Issue Violation Notices for Hedges/Fences/Signs/Other Obstructions.

Operations:

Installation, Maintenance & Operation of:

Traffic signals (all signals within Region except on Provincial Highways)

Signs/Pavement Markings (all roads within the City of Hamilton)

Parking Meters (City of Hamilton Streets/Parking Authority Lots)

By-law Enforcement - General Inquiries - 526-4511

Enforcement of roadway parking & stopping regulations:

No Stopping; No Parking; Parking Meter; Fire Route, etc., violations.

Illegal Parking on Road Allowances.

Private Property By-law 75-155 & advise property owners of proper signing procedures.

Transportation - Planning:

Manual & Automatic Traffic Count Information; Accumulation of Computerized

Motor Vehicle Collision Data.

Review:

Applications for Zoning; Site Plan; Subdivision; Condominium; Committee of Adjustment; Land Division; Official Plan Amendments; Neighbourhood Plans; Planning & Development Policies.

***** SECOND FLOOR *****

EAST WING

Meeting Room 233 (south side)
Meeting Room 264 (north side)

Aldermen's Offices (names as listed on page 5)

General Inquiries - 526-2730, 526-2731, 526-7232, 526-2733

CENTRE OF 2nd FLOOR

Chief Administrative Officer (south side) - General Inquiries - 526-4530

Functions:

Responsible for efficient administration of all Departments; Advise & assist City Council & appropriate Committees in carrying out their duties & responsibilities.

Meeting Room 219 (south side)
Council Chambers (north side)

WEST WING

Mayor's Office (north side)

Mayor Robert M. Morrow - 526-2790

City Clerk's Department- General Inquiries - 526-2740

Functions:

City Council & Committee Secretarial Services; Conduct Municipal Elections; Issue & Enforce Business & Trade Licences; City Document Archive; Issue Marriage Licences; Process births & deaths; Administer Elderly Citizens & Unemployed Persons Bus Pass & Tax Rebate Programs; Administer Disabled Bus Pass Program; 24 hour Information Desk Service; City Hall Switchboard Service; Farmers' Market (Lloyd D. Jackson Square); Printing & Mail Service (Basement); Arrange Civic Receptions.

THIRD FLOOR

EAST WING

Community Development Department - General Inquiries - 526-4540

Functions:

Urban Renewal Projects; Revitalization of Older Neighbourhoods; Improvement of Local Commercial Areas; Housing Rehabilitation Programs.
Grants - Termite Extermination & Conservation of Designated Heritage Programs.

WEST WING

Building Department - General Inquiries - 526-2720

Functions:

Plan Examination, Permits, Inspections & Enforcement for new construction, additions and alterations relating to Zoning By-laws, Building & Plumbing Codes; Enforcement of Property Standards By-law; Demolition Control and Permits; Zoning Verifications; Property Reports; Loan Program Inspections; Inspection and Clearance for L.L.B.O.; Mechanical Systems Inspections and Approval; Backflow Prevention; Termite Control; Trade Licence Examination and Enforcement; Committee of Adjustment; Record Keeping for Property and Buildings.

FOURTH FLOOR

EAST WING

City Architect's Department - General Inquiries - 526-2715

Functions:

Hamilton Scourge Project; Oversee Design & Construction (Alterations) Various Projects - i.e. Dundurn Castle, Ivor Wynne Stadium, Downtown Redevelopment Plan); Oversee Maintenance of City-owned Buildings in Lloyd D. Jackson Square; Energy Conservation; Oversee Construction Work in Lloyd D. Jackson Square.

WEST WING

Culture & Recreation Department - General Inquiries - 526-2750 & 526-4620

Functions:

Direct Operation of Culture & Recreation Services and Facilities; Advice & Assistance to Community Organizations and Groups; Leadership Training and Community Development.

Direct Operation of:

Recreation Centres; Arenas; Playgrounds; Summer Adventure Programs; Outdoor Pools; Tennis Courts; Golf and Ski Clubs; Historic Sites.

Administrative & Office Services:

Rental of Municipal Facilities to Community Groups & Sports Organizations (i.e. Arenas, Pools, Tennis Courts, Stadia, Recreation Centres, Open Sports Fields, Community Use of School Facilities during non-school hours); Administration of Parks By-law; Short & Long Range Planning for Culture & Recreation Services; Public Information Services - i.e. Community, Municipal, Culture & Recreational.

Liaison-Support-Advisory & Special Services:

Community Councils; Community Organizations; Special Interest Groups; Community Tennis Clubs; Minor Sports Organizations; Lawn Bowling Clubs; Liaison to Cultural Organizations; Promotion of Hamilton & District Tourist Attractions; Leadership Training & Development; Special Event Programming; Promotion & Development of Programs for "Special Populations"; Co-ordination of Community & Municipal Leisure Services, Inter-agency & Inter-Regional Services; Grants to Community Councils & Neighbourhood Rink Committees; Promotion & Marketing of Constructive Leisure Opportunities; Leadership, Training & Development-Volunteer & Community based programs.

***** FOURTH FLOOR - WEST WING (continued) *****

Public Works Department - General Inquiries - 526-2785

Functions:

Streets Division:

Roadway & Sidewalk Repairs; Street, Leaf & Snow Cleaning/Clearing; Weed Cutting; Cleaning Catch Basins & Ditches; Construction of Approach Ramps.

Parks Division:

Tree Planting, Trimming & Removal on Road Allowances; Chedoke/King's Forest Golf Course & Lawn Bowling Maintenance; Maintenance/Development of New Parks; Ski Hill & Outdoor Facility Maintenance; Landscaping & Beautification of City Properties.

Garbage Division:

Garbage Collection

Cemetery Division (777 York Boulevard):

Office & General Inquiries - 522-0846

Burials & Maintenance of City Cemeteries.

Central Services Garage (177 Bay Street-North)

Office & General Inquiries - 527-3401

Motor Vehicle Maintenance

Attend Meetings of Committees and Sub-Committees to provide advice and answer questions;
Provide Legal Services - i.e. Capital Expenditures, Local Improvements, Applications to O.M.B.;
Applications under the Municipal Act & the Ontario Municipal Board Act; Real Estate; Title
Searching; Community Development; Legislation (Private, By-laws of General Application, & By-laws
of Special Application); Planning and Development; Litigation; Contracts (Major and other);
Miscellaneous Legal Services; Legal Opinions to Members of City Council and Staff; Represent City
before the Ontario Municipal Board and other Tribunals.

SIXTH FLOOR

Regional Engineering

Administration - General Inquiries - 526-4443

Functions:

Permits - sewer, water, building line, wide loads & culverts; Sale of Regional Contract Documents & Maps; Payments for Approach Ramps in conjunction with Regional Contracts; Swimming Pools - Filling & Tax Information; General Inquiries.

Engineering Services-Section - General Inquiries - 526-4313

Functions:

Design and Construction of Roads, Sidewalks, Sewers & Watermains; Subdivision (registered) Construction; Soil Reports.

Transportation Engineering Services - General Inquiries - 526-4277

Functions:

Encroachments; Parade Permits; Alleyway and Road Closures; Road & Sidewalk Planning; Bridges; Railway Tracks Matters.

Environmental Services - General Inquiries - 526-4302 & 526-4417

Functions:

Sewer & Water Planning; Subdivisions (paperwork prior to registration) City & Region; S.W.A.R.U. Plant and Garbage Transfer Stations - Information; Drainage Complaints; Special Sewer & Water Services Connections; Zoning and Niagara Escarpment Applications; Land Severances; Sewage Treatment Plant & Water Purification Plant - Information; Electrical Engineering - City & Region.

***** SEVENTH FLOOR *****

EAST WING

Regional Engineering Department

Drafting Section - General Inquiries - 526-4465

Functions:

Location of Existing Sewer & Water Lines; Road Cut Permits.

WEST WING

Regional Planning Department

General Inquiries - 526-4221

Functions:

Development Division:

Region: Subdivision & Condominium Applications
Hamilton, Dundas & Ancaster: Report on Re-zoning, Subdivisions & Development; Agreements; Condominiums; Committee of Adjustment; Zoning By-law Preparation.

Local Planning Division:

Planning Studies for Hamilton, Dundas, Ancaster; Official Plan & Amendments; Neighbourhood or Area Plans (Developed and Undeveloped Areas); Reports on Major Re-zonings; Urban Design Guidelines and Studies; Research & Special Studies; Information Publications.

Technical & Cartographic Section:

Preparation of Maps, Publications, Displays, and Statistical Information.

***** EIGHTH FLOOR *****

Cafeteria - 526-4664

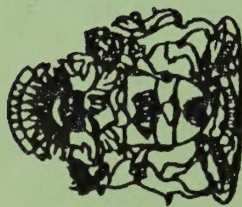
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PREPARED BY
STAFF ADVISORY TEAM
AUGUST, 1986

